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21 JUL 1964

MEMORANDUM FOR : Director of Personnel

SUBJECT : Annual Report - Benefits & Services
Division

1. There is attached the report of this Division covering operations during Fiscal Year 1964 and statement of plans for FY 1965-66.

2. As a result of the increased workloads reflected in some of the Branch reports and because of the new programs or activities which became a part of this Division's responsibility during the past Fiscal Year, e. g. , centralized handling of casualty standards and casualty planning, I plan to discuss with you possible personnel needs or realignment of functions within the Division. We are proud, of course, of the nature of the Division's work and of the many services rendered to Agency employees and their families. It is our hope that not only can we continue to render these services but also to improve the quality of our work wherever possible. Our thinking for the future includes plans to improve even more our insurance program and to expand employee activities, as well as to take a hard look at our Awards, Credit Union, and Central Processing programs — all in the hope of effecting every possible improvement.

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Chief, Benefits and Services Division

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